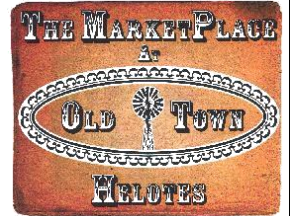




City of Helotes

Vendor Policy and Terms



Vendor Behavioral Policy

By becoming a City of Helotes vendor, the vendor has agreed to follow a code of honor and good behavior.

It is expected that vendor members will behave toward customers, other members, staff and volunteers in a professional manner that fosters a sense of community and a spirit of cooperative involvement that promotes the City event as a whole to the community it represents.

Those who cannot follow this behavioral policy will be asked to leave.

Dates and Times:

Setup – 9:00 a.m. to 12:00 noon (Road closed at 12:00 noon)

Vendor vehicles must be parked in approved vendor parking spaces by 12 noon.

Vendor booths must remain open for the duration of the Event.

Event – 2:00 p.m. to 12:00 midnight.

Booths: Booths are a 10' x 10' space. Vendors are responsible for bringing and setting up canopies, tents, tables, etc. Booths, canopies, and tents must be tied down and secure. The City of Helotes will not be held responsible for damage, theft, or injuries to merchandise or vendors.

Merchandise: Only hand crafted items are allowed. All food, packaged or unpackaged, available for sale to the general public must comply with the City of Helotes' Code of Ordinances and health regulations.

Refunds: No refunds will be given. Event continues rain or shine.

No Duplication Rule: The City of Helotes follows an honor system for the no duplication rule. Vendors are responsible for labeling their product description so that other vendors can view the purchase map and see if they are violating the duplication rule. If duplication occurs, please report it. The offending vendor will be asked to leave.

Food / Cottage Food Vendors – No two vendors are allowed to sell the same food item. If a food item has the same name then it must be in some way different/special. (Ex. Fajita Tacos – one vendor can sell only chicken fajita tacos and another can then sell beef fajita tacos. Although the food item is the same they are uniquely different).

For Craft, Art, Farmers Market and Non-Profit Promotions – The no duplication rule does not apply.

Cottage Food Vendors: The City of Helotes allows vendors to purchase booths in the Farmers Market / Cottage Food Area and serve certain food products with the understanding that these vendors are following the State of Texas Cottage Food Law. It is a vendor's responsibility to make sure they qualify for this privilege. Please verify your product(s) comply with the law at the State webpage <http://texascottagefoodlaw.com/>

Insurance: All participating Vendors shall maintain automobile liability insurance coverage in at least the minimum amounts required by state law for all Vendor vehicles and trailers used in event activities. The City may require proof of insurance at any time, including requiring proof prior to approving the Vendor's application/license.

License Granted: A copy of this approved Application shall serve as a License to participate in event activities. The License is non-transferable and may be revoked by the City Administrator or his designee for failure to comply with its requirements or other applicable rules and regulations of the City of Helotes.

Enrollment: The only way to apply and pay is now through the City of Helotes website www.helotes-tx.gov

Trash: Trash generated by any vendor must be properly disposed of by the vendor before the vendor leaves the event site. Trash receptacles are provided by the City within the vendor parking area.

Sales and Use Tax Permit: The Sales and Use Tax Rate in Helotes is 7.75%. A Sales Tax and Use number is not required for a vendor to purchase a booth for the Market Place. However, it shall be the responsibility of the vendor to collect and report all sales tax information to the State Comptroller.

State Licenses: In addition to compliance with municipal ordinances, vendors shall be responsible for securing all necessary permissions and licenses required by State law, including, but not limited to, the Texas Alcoholic Beverage Commission.

Contact Information: Phone # - 210.695.5916
Office Hours: Monday – Friday, 8 am – 5 pm

*For immediate help please contact a Special Events Assistant.